| Accelerated SAP

State of Utah | Organization/Area:
Agency Payroll Administration | BUSINESS PROCESS PROCEDURE

Payroll Department
Payroll Results Edit Report | |
|---|---|---|---|
| File Name: | H:\APAYROLL\BP-Manage Payroll\BPPs External\Reports - Payroll Results Edit | Release: | R/3 ECC 5.0 |
| Responsibility: | Department Payroll Staff | Status: | Issued: 1/13/2003   Revised: 10/24/2007 |

Overview

Trigger:

This report may be used by department payroll staff to identify possible payroll errors before final payroll is processed each pay period. State Finance must complete preliminary payroll processing before this report will be useful. This report can be used to display all earnings and deductions and can be run for closed payroll periods as needed for historical research.

Business Process Procedure Overview
Run the Payroll Results Edit report and review the results of preliminary payroll. Selection criteria can be used that will most likely identify potential errors and/or questionable pay that will be processed when the final payroll is run. For example, the report could be used to list all employees who will not be paid, or who earned overtime or comp time.

Generally, this report should be run and reviewed after 10:00 a.m. on Monday of payroll week to allow time to correct entries before final payroll processes for the period. (The normal schedule calls for preliminary payroll to run on Monday morning of payday week, with the final payroll run to occur at 7:00 a.m. on Tuesday of payday week.) The payroll run schedule is subject to change. Preliminary payroll will be run on the previous Friday if there is a holiday during the week of pay day.

The preliminary and final payroll processing run dates are listed on the "Retirement/Termination Cutoff Dates" schedule (for the current calendar year). This document is posted on the Division of Finance web page: www.finance.utah.gov in the Payroll, Payroll Documents section. |

Procedural Steps

1.1   Access transaction by:

Via Menu	Reports after Payroll Run > Payroll Results Edit Report
Via Transaction Code	Z_PAYROLL_EDITS
Via Favorites Menu	Payroll Results Edit Report

Double click on "Payroll Results Edit Report" and the following screen will appear:

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Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel Number	Employee Identification Number of the employee (or employees)
Organization key	Department, Unit, and Distribution Code
Total Paid Hours	Used to select employees based on the total number of paid hours
Wage Types	Codes which identify specific types of payments or deductions
Gross Pay	Used to select employees based on gross pay amount
Net Pay	Used to select employees based on the net pay amount
Retro Records	Used to select employees with retroactive pay (displays an overview of the retroactive pay)
Retro Difference	Used to select employees with a retroactive pay difference (displays detailed information for the retroactive pay difference)
Wage Report	Codes for specific types of payments or deductions over a period of time rather than just one pay period
Page Breaks	Yes or No

1.2   **Specify the payroll area.** The screen defaults to the correct area, UB.

1.3   **Specify the pay period by clicking on the radial ○ button next to the desired selection filter (the button will look like this ◉ after you click on it) then press enter.** The screen has the selection of current period or other period.

> **"Current period"**
> ➢ Use this option when running the report during the week of payday for the period being paid.

> **"Other period"**
> ➢ Use this option when running the report for a previous pay period.

1.4   **The "Personnel number" field may be left blank if using the agency "Organization key".** Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the multiple selection ⬧ icon next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.

1.5   **The "Organization key" field allows entry of the Department code followed by a blank space, the Unit code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same org key. For example, to print the report for all employees in department 100 and units with 01, enter 100(space)01*. Enter multiple organization keys by clicking on the multiple selection ⬧ icon to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys.

1.6   **The "Selection Filters" area is used to choose the type of payroll data to appear on the report.** There are six types of selection filters: 1) Total Paid Hours, 2) Wage Types, 3) Gross Pay, 4) Net Pay, 5) Retro Records, 6) Retro Difference, and 7) Wage Report. Wage Type(s) can be entered on the Wage Type or Wage Report selection filters. A list of Wage Types is available on the Division of Finance web page: www.finance.utah.gov in the Payroll, Payroll Codes section.

1.7   **Click on the radial ○ button next to the desired selection filter listed above in 1.6 (the button will look like this ◉ after you have made a selection) then press enter.** To make multiple entries, click on the multiple selection ⬧ icon next to the entry box.

1.8   **Click on the Execute ⊕ icon in the upper left area that looks like a clock to view the report.** Review the report for possible errors. If errors are discovered, get them corrected before the final payroll is processed.
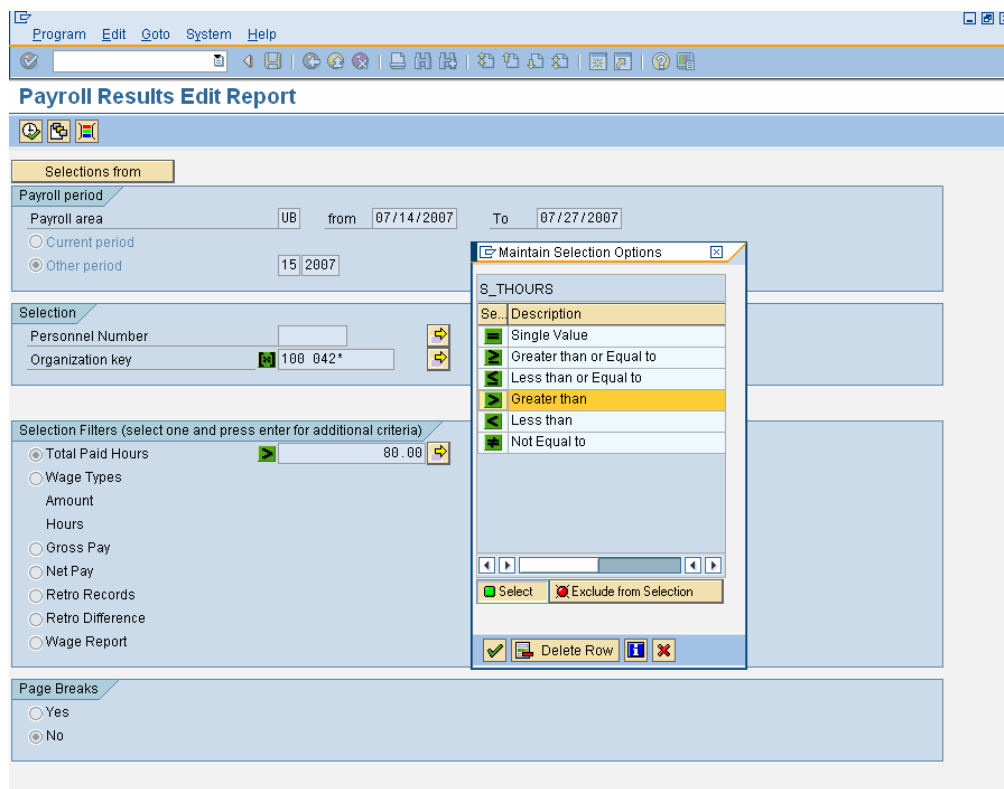
1.9 **To print the report, click on the Print 🖨 icon, or choose List > Print from the screen heading toolbar.**

1.10 **Examples of completed selection filters and the related reports follow:**

1.10.1 Selection criteria to list employees who have more than 80 hours of pay

These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 042**
3. Click on the *"Total Paid Hours"* radial button then press enter. The entry box appears.
4. Double click on the entry box and a selections option box appears.
5. Double click on the *"Greater than"* line and the green greater than symbol appears in front of the entry box.
6. Enter an amount in the entry box.
7. *In this example the amount being used is: 80.00*

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State of Utah	**Agency Payroll Administration**	**Payroll Department** **Payroll Results Edit Report**

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List   Edit   Goto   System   Help

Payroll Results Edit Report

```
Report No: Z_HR_PAYROLL_RESULTS_EDIT_RPT        Payroll Results Edit Report                 Page   :    1
L1L2    : UT01                           For Pay Period Ending 07/27/2007            Run Date: 10/01/2007
                                               Pay Period 15 2007                    Run Time: 17:24:14

         Dist                            Wage
Dept Unit Code EIN    Employee Name      Type Description           Amount      Hours


100  0420 0000 137561 Ann,  Barbara      1200 Regular Pay           1,131.12     72.00
                                         1206 Overtime Pay @ 1.5    5,468.24    232.00
                                         1250 Holiday Pay             125.68      8.00
                                                                   _____    _____
                                                                   6,725.04     312.00

100  0420 0000 160248 Lu,  Linda         1200 Regular Pay             988.56     72.00
                                         1250 Holiday Pay             109.84      8.00
                                         1278 Comp AutoPayDown       4,778.04    348.00
                                                                   _____    _____
                                                                   5,876.44     428.00

100  0420 0000 103223 Marie,  Tina       1200 Regular Pay           1,193.76     72.00
                                         1250 Holiday Pay             132.64      8.00
                                         1278 Comp AutoPayDown       5,769.84    348.00
                                                                   _____    _____
                                                                   7,096.24     428.00
```

1.10.2 Selection criteria to list employees who have pay within a range of wage types.

These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 04**
3. Click on the *"Wage Types"* radial button then press enter. The entry box appears.
4. Click on the arrow next to the entry box for multiple selection.
5. Click on the *"Ranges"* tab with the green ball and enter the wage type codes for other types of pay. Click the clock icon (or F8) for copy.
6. *In this example, the wage type codes being used are: 1100 – 1199*

Payroll Results Edit Report

```
Report No: Z_HR_PAYROLL_RESULTS_EDIT_RPT        Payroll Results Edit Report              Page    :     1
L1L2     : UT01                          For Pay Period Ending 07/27/2007            Run Date: 10/01/2007
                                                Pay Period 15 2007                   Run Time: 17:57:22

          Dist                            Wage
Dept Unit Code EIN    Employee Name       Type Description          Amount      Hours


100  0410 0000 118629 Lou,  Bertha        1121 Property Rent Pay     10.00      0.00
                                          1146 Miscellaneous Pay      4.85      0.00


100  0420 0000 114709 Sue,  Peggy         1132 Special Bonus Pay    500.00      0.00


100  0420 0000 169455 Jean,  Billie       1183 Mileage (Privat vehicle)  18.92  0.00
```

1.10.3 Selection criteria to identify employees with other pay greater than $200.00.

These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 042**
3. Click on the *"Wage Type"* radial button then press enter. The entry box appears.
4. Click on the arrow next to the entry box for multiple selection.
5. Click on the *"Ranges"* tab with the green ball and enter the wage type codes for other types of pay. Click the clock icon (or F8) for copy.
6. *In this example, the wage type codes being used are: 1100 – 1199*
7. Double click in the amount entry box and a selections option box appears.
8. Double click on the *"Greater than or Equal to"* line and the symbol appears in front of the entry box.
9. Enter the amount in the entry box.
10. *In this example, the amount being used is: 200.00*

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Payroll Results Edit Report
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Report No: Z_HR_PAYROLL_RESULTS_EDIT_RPT          Payroll Results Edit Report              Page    :    1
L1L2    : UT01                                 For Pay Period Ending 07/27/2007          Run Date: 10/01/2007
                                                   Pay Period 15 2007                    Run Time: 17:40:46

          Dist                                  Wage
Dept Unit Code EIN    Employee Name             Type Description             Amount     Hours
_____

100  0420 0000 114709 Sue, Peggy               1132 Special Bonus Pay         500.00      0.00

100  0420 0000 109858 Marie, Anne              1139 Incentive Award           500.00      0.00
```

1.10.4 Selection criteria to identify employees who will not have any gross pay.

These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 042**
3. Click on the *"Gross Pay"* radial button then press enter. The entry box appears.
4. Double click on the entry box and a selections option box appears.
5. Double click on the *"Less than"* line and the green less than symbol appears in front of the entry box.
6. Enter the amount in the entry box.
7. *In this example, the amount being used is: 0.01*

Payroll Results Edit Report

Payroll Results Edit Report

```
Report No: Z_HR_PAYROLL_RESULTS_EDIT_RPT          Payroll Results Edit Report                    Page    :    1
L1L2      : UT01                           For Pay Period Ending 07/27/2007                Run Date: 10/01/2007
                                                  Pay Period 15 2007                       Run Time: 17:45:56

            Dist                           Wage
Dept Unit Code EIN    Employee Name        Type Description              Amount     Hours


100  0420 0000 137561 Ann,  Barbara        /101 Total gross               0.00      0.00

100  0420 0000 160248 Lu,  Linda           /101 Total gross               0.00      0.00

100  0420 0000 103223 Marie,  Tina         /101 Total gross               0.00      0.00
```

1.10.5 Selection criteria to list employees with net pay greater than $3000.00.

These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 042**
3. Click on the *"Net Pay"* radial button then press enter. The entry box appears.
4. Double click on the entry box and a selections option box appears.
5. Double click on the *"Greater than"* line and the green greater than symbol appears in front of the entry box.
6. Enter the amount in the entry box.
7. *In this example, the amount being used is: 3,000.00*

Payroll Results Edit Report

```
Report No: Z_HR_PAYROLL_RESULTS_EDIT_RPT        Payroll Results Edit Report              Page   :   1
L1L2    : UT01                             For Pay Period Ending 07/27/2007         Run Date: 10/02/2007
                                                Pay Period 15 2007                  Run Time: 14:18:57

          Dist                         Wage
Dept Unit Code EIN    Employee Name    Type Description            Amount      Hours
_____

100  0420 0000 137561 Ann,  Barbara    /560 Amount to be paid      4,277.61      0.00

100  0420 0000 160248 Lu,  Linda       /560 Amount to be paid      3,879.73      0.00

100  0420 0000 103223 Marie,  Tina     /560 Amount to be paid      4,506.46      0.00
```

1.10.6 Selection criteria to list employees with a retroactive pay adjustment(s). This report displays an overview of retroactive pay adjustments.

This selection filter was used and resulted in the following report:

1. *Other period: 15 2006*
2. *Organization key: 100 04**
3. Click on the *"Retro Records"* radial button.

The employees in the example above had adjustments entered during pay period 15 (paid on 8/11/2006) that resulted in a difference in pay for a previous period.

1.10.7 **Selection criteria to list employees with a retroactive pay difference.** This report provides detailed information for the retroactive pay.

This selection filter was used and resulted in the following report:

1. *Other period: 15 2006*
2. *Organization key: 100 042**
3. Click on the *"Retro Difference"* radial button then press enter.

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Py Reports for Time Admin

Retro Pay Difference Report

Reported on: 10/22/2007
Payroll Area: UB
Selected Payroll Period(s): from 07/15/2006 to 07/28/2006

PA	PA text	Cost Ctr	PersNo.	Empl./appl.name	PS group	Lv	WT	Long text	Σ Count row	Org.key	FOR per.start	End/FP	For-period	In-Period	Check date	HR Payroll	Σ Amount Dif
0001	State of Utah		128483	Harper, John	STEP071	00	/BT1	EE GTLI Taxable	1	100 04200000	07/15/2006	07/28/2006	200614	200615	08/11/2006	4.96	4.96
					STEP071	00	1146	Miscellaneous Pay	1	100 04200000	07/15/2006	07/28/2006			08/11/2006	1.98	1.98
			128483						2								6.94
			129661	Gardner, Kimberly	STEP072	00	/BT1	EE GTLI Taxable	1	100 04200000	07/15/2006	07/28/2006	200614	200615	08/11/2006	1.73	1.73
					STEP072	00	1146	Miscellaneous Pay	1	100 04200000	07/15/2006	07/28/2006			08/11/2006	0.69	0.69
			129661						2								2.42
0001									4								9.36
									4								9.36

The example above shows more detail for the employees listed in the "Retro Records" selection filter example.

  ➢ Both of these employees have a retro pay difference "For-period" 200614 that was entered "In-period" 200615.

1.10.8 Selection criteria to identify employees who have pay for specific wage type(s) that occurred within a range of pay period end dates.

These selection filters were entered and resulted in the following report:

1. *Other period: 15 2007*
2. *Organization key: 100 04**
3. Click on the *"Wage Report"* radial button then press enter. The entry box appears.
4. Click on the arrow next the entry box for multiple selection.
5. Click on the *"Ranges"* tab with the green ball and enter the wage type codes. Click the clock icon for copy.
6. *The wage type code used for this example was: 1200*
7. Enter in the pay period end date range.
8. *The Pay Period End Date range used for this example was: 06/29/2007 to 07/13/2007.*

List   Edit   Goto   Settings   System   Help

Wage Type Reporter

Selections

Pers.No.	Last name First name	Wage Type	Wage Type Long Text	Amount	Pmt date
114709	SUE PEGGY	1200	Regular Pay	1,875.20	07/13/2007
114709	SUE PEGGY	1200	Regular Pay	1,746.72	07/27/2007
118629	LOU BERTHA	1200	Regular Pay	3,535.92	07/27/2007
137561	ANN BARBARA	1200	Regular Pay	1,131.12	07/27/2007
160248	LOU LINDA	1200	Regular Pay	988.56	07/27/2007
169455	JEAN BILLIE	1200	Regular Pay	842.01	07/13/2007
169455	JEAN BILLIE	1200	Regular Pay	985.13	07/27/2007